



**United States Bankruptcy Court
Western District of Washington
700 Stewart Street, Room 6301
Seattle, WA 98101
www.wawb.uscourts.gov**

**Vacancy Announcement
#15-03**

Position:	Divisional Manager
Start Date:	October/November 2015
Location:	Tacoma, Washington
Starting Salary Range:	CL-28 (\$59,899 -\$97,392 DOE) Potential for future promotional opportunity without further competition.
Opening Date:	August 20, 2015
Closing Date:	Open until filled
Area of Consideration:	Nationwide

Position Overview

This position is located in the Tacoma divisional office of the United States Bankruptcy Court for the Western District of Washington. The Divisional Manager is a senior level position and reports to the Chief Deputy Clerk of Court. The Divisional Manager is responsible for providing leadership and direction to the Tacoma office and is part of the district's management team. Responsibilities in the Tacoma office include supervision of clerk's office staff, oversight of financial operations, assessment of operational procedures, implementation of long and short range planning initiatives, and management of space and facilities. In addition, the Divisional Manager ensures that work is performed cooperatively and in an efficient and effective manner while providing excellent customer service. The Divisional Manager coordinates with the Seattle office to ensure consistent policies and procedures within the district. This position interacts frequently with Judges, Chambers staff and the District management team.

Qualifications

A candidate must have six years of work experience, including three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment, and thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the Bankruptcy Court. At least one year of experience must have been at or equivalent to the CL-27 level.

A bachelor's degree in business, public, or judicial administration or in a closely related field is preferred, as is judicial administration experience.

Other Information

Applicant must be a U.S. citizen or national of a country that the United States has a mutual defense treaty, as determined by the Department of State.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint and background check. All information provided by applicants is subject to verification and background investigation.

The United States Bankruptcy Court requires employees to adhere to the Code of Conduct for Judicial Employees. Electronic fund transfer (direct deposit) participation for net pay is required. The conditions of this position announcement are subject to modification without prior notice being given.

Benefits Information

Employees of the United States Bankruptcy Court are "at-will" employees and are not covered by the Office of Personnel Management's civil service classifications or regulations. They are, however, entitled to similar benefits as other federal government employees. These benefits include:

- 13 days paid vacation per year for first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of service;
- 13 days of paid sick leave per year (unlimited accumulation);
- 10 paid holidays per year;
- Subsidized medical coverage with pre-tax employee premiums;
- Group life insurance and long term care options;
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care and commuter/parking costs);
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching);
- Participation in the Federal Employees Retirement System;
- Eligibility for Long Term Disability Plan;
- Creditable service time in other federal agencies, or the military, will be added to judiciary employment.

Application Procedure

Applicants should submit a cover letter and completed Application for Judicial Branch Federal Employment (Form AO-78) <http://www.uscourts.gov/forms/AO078.pdf> in a single PDF via email to HR_WAWB@WAWB.USCOURTS.GOV. Please ensure that the subject line reads: Position #15-03.

Equal Opportunity Employer